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GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF PRINTING AND STATIONERY
CIVIL SECRETARIAT
ITANAGAR

OFFICE MEMORANDUM

The 20th January, 2025

No. DoP-26/2015.—As per the “The Business of the Government of Arunachal Pradesh (Allocation) Rules, 2021” the Directorate of Printing has been renamed as the **DIRECTORATE OF PRINTING AND STATIONERY** vide Notification No. GA-44/2020 dated 19th August, 2021 with the following Business Allocation (Rules) :

- (i) All matters related to printings ;
- (ii) All matters related to Stationery in regards to printing activities;
- (iii) Publication of all types of Government Gazette ; and
- (iv) All CSS matters pertaining to the Department.

In continuation to earlier Office Memorandum No. FIN(D)-18/98 dated 15th May, 1998, Order No. Secretary (Ind.)/Cab. N/SSI/2000, dated 19th April, 2000, Order No. IND/APL/1/2001/Pt. dated 13th June, 2001 and Order No. DoP-26/2015 dated 27th August, 2015, all the Departments of Government of Arunachal Pradesh were directed to place their indents/requirements of printing works like, forms, registers, file cover, invitation cards, letter heads, pamphlets, booklets etc. and also printing related matters of Centrally Sponsored Schemes (CSS) to the Directorate of Printing and Stationery, vide Order even number dated 7th September, 2023, with following standing order.

1. The Directorate of Printing and Stationery in turn shall ensure that the printing requirements of all the Departments of Government of Arunachal Pradesh for which indents have been placed on them are completed in a time bound manner so that no problem is faced by the Government Departments.
2. All Treasuries and Sub- Treasuries are hereby instructed that any bill of a private firm for any printing work should not be passed, if submitted by any department of Government of Arunachal Pradesh unless there is a NOC from the Directorate of Printing and Stationery.

Once again it is reiterated that the Arunachal Pradesh Government Departments shall place their printing order/indent to Directorate of Printing and Stationery as and when required.

It is often noticed that the departments used to submit/place their printing/publication/requisition to Directorate of Printing and Stationery in hard copy (Printed form) without soft copy of the manuscript/text/content of works which affects work flow.

Therefore, considering the above circumstances the following format and guidelines are hereby framed as under :

1. Notifications/Order/Office Memorandum/Rules/Acts/signed copy along with soft copy should be provided.
2. Single colour (**Black and white**) job/work like file cover, Note pad, registers, tickets, service books, brochures, Pamphlet, Booklets, invitation card, letter pad, visiting cards, Challan, forms of different types and other black and white printing works of sample (original printed copy) along with soft copy of manuscript in editable and PDF format should be provided.
3. Multicolor printing works such as Calendar, Annual Reports, Books, Pamphlet Brochures, File Folder, Journals, Souvenir, Invitation card, Posters, Third language School Textbooks, Electioneering works, Prospectus, Syllabus, Certificate, Citation, Greetings card, Embossing, Leaflets or any other Multicolour Printing works, sample along with soft copy of manuscript in editable and PDF copy should be provided.
4. All the Departments shall consult with the Directorate of Printing and Stationery for designing and setting of any printing related works to have better and smooth printed product.

Nyali Ete, IAS
Secretary,
(Printing & Stationery),
Government of Arunachal Pradesh,
Itanagar.